

**Minutes from the Regular Meeting of the Franklin Lakes Board of Health
November 4, 2013 Agenda**

The regular meeting of the Franklin Lakes Board of Health was called to order by Mrs. Fuhr at 7:30 PM in the Municipal Building.

Mrs. Fuhr read the Sunshine Law Statement.

Roll Call:

Present: Mrs. Fuhr, Vice President
Mrs. Linz
Dr. Billstein
Mrs. Voellmicke, Alternate No. 1
Mrs. Vanacore, REHS/Inspector
Ms. McGuire, Secretary/Registrar

Absent: Councilman Pedone, Liaison
Mr. Vieldhouse, President
Mr. Perez, Jr.

Minutes:

On a motion by Dr. Billstein, seconded by Mrs. Fuhr, the minutes from the September 9, 2013 meeting were approved.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

Reports:

On a motion by Dr. Billstein, seconded by Mrs. Linz, the monthly fees report for September 2013 was approved.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

On a motion by Dr. Billstein, seconded by Mrs. Fuhr, the monthly fees report for October 2013 was approved.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

On a motion by Dr. Billstein, seconded by Mrs. Fuhr, the sanitarian's inspection report for the month of September 2013 was approved.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

On a motion by Mrs. Fuhr, seconded by Dr. Billstein, the sanitarian's inspection report for the month of October 2013 was approved.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

Vouchers:

On a motion by Mrs. Linz, seconded by Dr. Billstein, the two (2) vouchers appearing on the November 4, 2013 agenda were approved.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

The Board members reviewed the vouchers previously signed by Ms. McGuire.

New Business:

Ms. McGuire said the three (3) year lease for the Health Department Ricoh copier is due to expire on February 28, 2014. She recently obtained a new three (3) year price quote from Ricoh. The proposal states the Board of Health will receive an upgraded model of the copy machine we currently have. The cost will remain at \$68.40 per month. The current lease agreement allows for 1,000 copies per month. The new lease permits 3,500 copies per month.

On a motion by Mrs. Fuhr, seconded by Dr. Billstein, the Board of Health accepts the proposal from Ricoh to lease the copier for a three (3) year period.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

Ms. McGuire said she will be including the cost to purchase a new vital statistics cabinet when she prepares the 2014 Board of Health budget. A vital statistics cabinet was recently purchased due to an irreparable lock. There are currently two (2) vital statistics cabinets in the Health Department and both are filled to capacity. Vital statistics records are permanent documents and must be retained. According to law, vital statistics records and supplies must be stored in a waterproof, fire retardant cabinet. The cabinet will cost approximately \$1,700.00.

Old Business:

Ms. McGuire said there were ninety-seven (97) people vaccinated at the October 23, 2013 annual flu clinic.

Open the Time for Public Comment:

On a motion by Mrs. Linz, seconded by Mrs. Fuhr, the time for public comment was open.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

No one from the public came forward.

On a motion by Mrs. Linz, seconded by Dr. Billstein, the time for public comment was closed.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

Adjournment:

On a motion by Mrs. Linz, seconded by Mrs. Fuhr, the meeting was adjourned at 7:45 PM.

Roll Call Vote: All Ayes – Mrs. Fuhr, Mrs. Linz, Dr. Billstein

Respectfully submitted,

Betsy McGuire
Secretary/Registrar, Board of Health

